



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PHARMACY STOCK CLERK

Class No. 002664

■ CLASSIFICATION PURPOSE

Under immediate supervision, to receive, store, and distribute pharmaceutical and biological items, medical devices, and supplies in a licensed wholesale drug storeroom; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This class is allocated only to the Health and Human Services Agency (HHS) and the Sheriff's Department. Incumbents are state certified to receive, store, handle and distribute pharmaceutical items within a drug wholesale storeroom. This class differs from the next higher level, Pharmacy Storekeeper, in that the latter supervises subordinate Pharmacy Stock Clerks in the operation of a drug storeroom.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Fills requisitions for pharmaceutical and biological items, medical devices, and supplies.
2. Receives incoming pharmaceutical and medical supplies from vendors and checks item specification and quantity for accuracy and completeness.
3. Stores pharmaceutical and biological items, medical supplies, and office supplies.
4. Monitors the temperature of refrigerated storage used for pharmaceuticals.
5. Prepares packages of drugs and medical supplies for distribution to clinics, hospitals, pharmacies, or other health facilities.
6. Prepares reports and processes purchase orders.
7. Maintains the supply inventory of the pharmacy storeroom and reports low stock.
8. Maintains records and files and documents the receipt and distribution of pharmaceutical, medical and office supplies.
9. Maintains the cleanliness and orderliness of the pharmacy storeroom.
10. Answers telephone inquiries courteously.
11. Uses computer for data entry.
12. Provides courteous, high quality service to members of the public by personally responding to requests for service or making on appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Storekeeping methods and procedures used in receiving, storing, and issuing a variety of pharmaceutical, medical and office supplies.
- Safety and security practices and precautions used for the storage of drugs and medical devices/supplies.
- Inventory control practices and procedures.
- Provisions of the State of California's Business and Professional Code Section 4050.5 regarding the supervision of wholesale drug functions that are otherwise limited to a registered pharmacist.

- Generic and proprietary names of pharmaceutical products, potency, dosage forms, and storage requirements.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Ensure that supplies are ordered and distributed accurately and completely.
- Ensure that the pharmacy storeroom operation is properly secured and is in compliance with applicable state codes.
- Ensure that pharmaceuticals are properly stored in the required refrigeration temperature.
- Accurately maintain the supply inventory of the pharmacy storeroom.
- Perform basic arithmetic computations on units of measure.
- Communicate effectively in oral and written form.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: at least six (6) months of experience receiving, storing, distributing, and inventorying pharmaceutical and biological items, medical supplies, and other supplies in a pharmacy or wholesale drug facility.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Constant: fine manipulations of both hands. Frequent: walking, repetitive use of both hands, simple and power grasping of both hands, pushing and pulling of both hands, reaching above and below shoulder level. Occasional: sitting, standing, neck and waist bending and twisting, repetitive use of hands, simple and power hand grasping, fine hand manipulation, hand pushing and pulling, reaching above and below shoulder level. Must be able to lift and carry up to 50 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None Required.

Certification/Registration

The incumbent must possess an Exemption Certificate issued by the California State Board of Pharmacy at the time of appointment and must be maintained throughout employment.

Working Conditions

Incumbents will be required to work on call to respond to refrigerator/security alarms.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: October 14, 1982

Revised: May 15, 2000

Reviewed: Spring 2003

Revised: May 14, 2004

Revised: March 31, 2006